

Virginia Western Community College

BUS 205

Human Resource Management

Prerequisites

none

Course Description

Introduces employment, selection, and placement of personnel, usage levels and methods, job descriptions, training methods and programs, employee evaluation systems, compensation and labor relations. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

Byars, Human Resource Management 11e loose-leaf + Connect ISBN: 9781259988882

Other Required Materials:

Connect code

Course Outcomes

At the completion of this course, the student should be able to:

- Define Human Resource Management, and explain how HRM contributes to an organization's performance.
- Summarize the types of skills, rolls and ethical issues in HRM.
- Describe the typical careers within Human Resource Management fields.
- Describe trends in the labor force composition and goals of creating a high-performance work system.
- Define empowerment and its role in the modern organization.
- Summarize ways in which human resource management can support organizations expanding internationally.
- Explain how the nature of the employment relationship is changing with regards to technology as well as the need for flexibility.
- Explain the three branches of government regulate HRM as well as how the major federal laws requiring equal employment opportunity and how federal agencies enforces the laws.

- Discuss discrimination, reasonable accommodations, sexual harassment and Occupational Safety and Health Act and their roles within the HRM environment.
- Explain and apply the importance of a Job Analysis, Job Description and Job Specifications.
- Identify the elements of the selection process to include resume' applications, job Testing, effective interviews.
- How to implement effective employee training and how to assess the results.
- Describe the procedures for employee performance measurement and how to provide positive feedback.
- Explain the importance of employee success through training, assessment, employee personality types, job skills, mentoring programs and the challenges in the glass ceiling succession planning and dysfunctional managers.

Topical Description

| Chapter | Title | |
|---------|---|--|
| 1 | Managing Human Resources | |
| 3 | Providing Equal Employment Opportunities and a Safe Workplace | |
| Test | Test on Chapters 1 and 3 | |
| 4 | Analyzing Work and Designing Jobs | |
| 5 | Planning for and Recruiting HR | |
| Test | Test on Chapters 4 and 5 | |
| 6 | Selecting Employees and Placing them in Jobs | |
| | Article Due | |
| 7 | Training Employees | |
| 8 | Managing Employees Performance | |
| Test | Test on Chapters 6, 7 and 8 | |
| 9 | Developing Employees for the Future | |
| 10 | Seperating and Retaining Employees | |
| Test | Test on Chapters 9 and 10 | |

| Final | Presentations – Group | |
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Notes to Instructors

none